MANUAL TRANSFER
OF
ACCRUED LEAVE

PT50

PT50 - Manual Transfer of Accrued Leave

Quota overview   Edit   Goto   Employees   Environment   System   Help   SAP

Quota Overview

🔄 📇 Time evaluation   📊 Projection   🖳 Time Management pool   👥 Selection

Personnel No.	101
Name	Debbie Cross

Enter personnel number and press enter

Personnel area	FA04 DFA	Cost Center	383230	ZOO
EE subgroup	UE Employee	WS rule	OPEN08	Open Sc...

📅 Selection dates   ➡ Absence Quotas   ➡ Accrual information   ➡ Attendance Quotas

General Overview

Quota type	Entitlement	Remaining	Unit	
Absence Quotas	80.00000	80.00000	Hours	

Click the All button

Selection intervals

Deduction period	08/18/2003 - 12/31/9999
Validity period	08/18/2003 - 12/31/9999
Generation period	08/18/2003 - 12/31/9999

📅 From today   📅 Curr. period   📅 Calendar year   📅 All

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When you click the ALL button, you are able to refresh information in this infotype.

PT50 - Quota Overview

Choose the Accrual information tab.

Note: These fields are defaulted and show what the employee has accrued.

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Leave accruals are generated at the middle of the month and at the end of month. However, they are not transferred to the employee's leave bank until the first of the month.
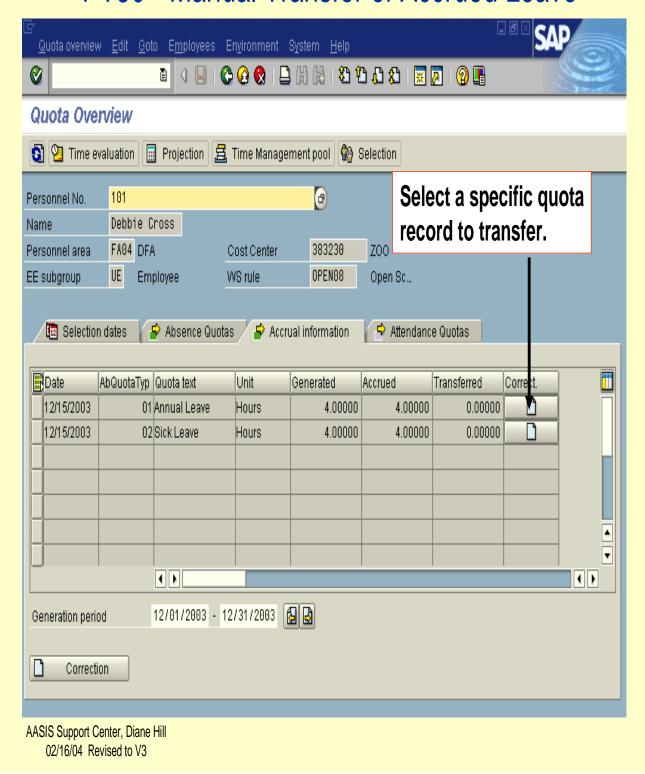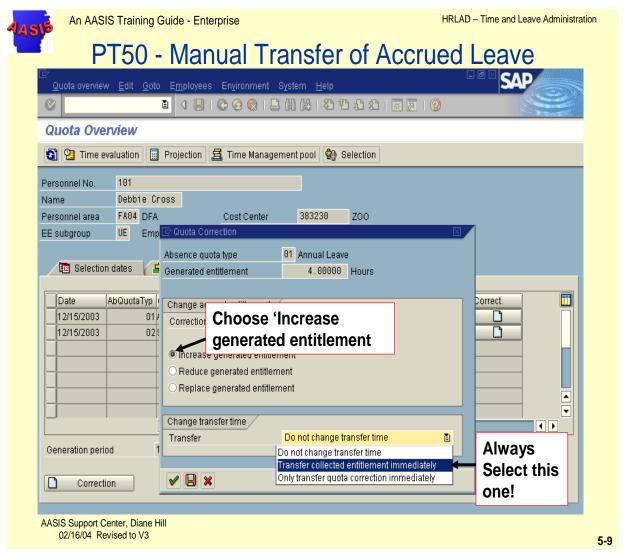
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Scroll down until you find the month for which you need to manually transfer accrued hours.

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Quota Overview

Quota overview Edit Goto Employees Environment System Help

Personnel No.	101
Name	Debbie Cross
Personnel area	FA04 DFA	Cost Center	303230	ZOO
EE subgroup	UE Employee	WS rule	OPEN08	Open Sc…

> **Select a specific quota record to transfer.**

Tabs: Selection dates | Absence Quotas | Accrual information | Attendance Quotas

Date	AbQuotaTyp	Quota text	Unit	Generated	Accrued	Transferred	Correct.
12/15/2003	01	Annual Leave	Hours	4.00000	4.00000	0.00000	
12/15/2003	02	Sick Leave	Hours	4.00000	4.00000	0.00000	

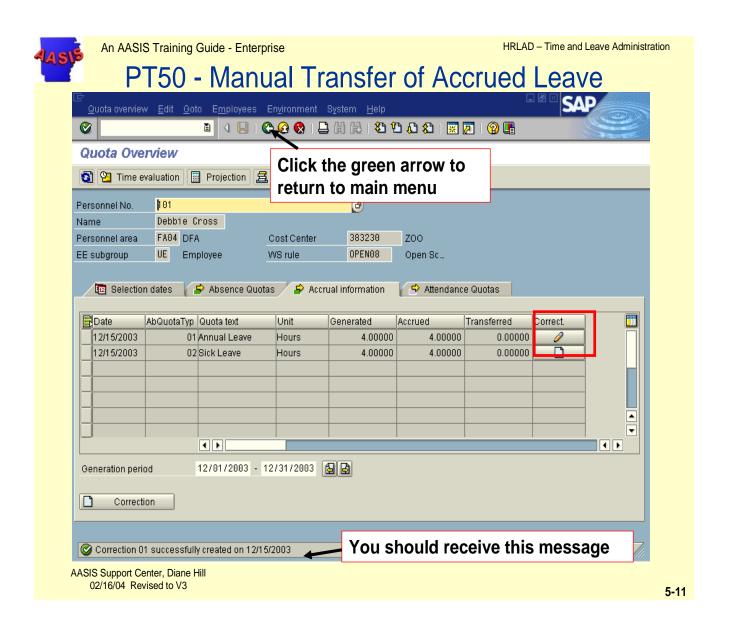Generation period 12/01/2003 - 12/31/2003

Correction

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Double click the selected record, as shown immediately you will be in the Quota Correction Box.

1. Verify that Absence Quota Type is the type you need to transfer.
2. Generated Entitlement shows the number of hours the employee is entitled to.
3. Correction Entitlement: ALWAYS leave blank
4. Click on Increase Generated Entitlement Radio button
5. From drop down chose Transfer Collected Entitlement Immediately
6. Green check and SAVE.

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SAP

Quota Overview

Time evaluation   Projection

Click the green arrow to return to main menu

Personnel No.	101			
Name	Debbie Cross			
Personnel area	FA04 DFA	Cost Center	383230	ZOO
EE subgroup	UE Employee	WS rule	OPEN08	Open Sc…

Selection dates | Absence Quotas | Accrual information | Attendance Quotas

Date	AbQuotaTyp	Quota text	Unit	Generated	Accrued	Transferred	Correct.
12/15/2003	01	Annual Leave	Hours	4.00000	4.00000	0.00000	🖉
12/15/2003	02	Sick Leave	Hours	4.00000	4.00000	0.00000	🗋

| Generation period | 12/01/2003 - 12/31/2003 |

Correction

Correction 01 successfully created on 12/15/2003

You should receive this message

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You will see that there is now a pencil indicating that a manual correction has been made.

A successful Time Evaluation must run, before the transferred balances will show up in PT50.

AASIS runs a Time Evaluation every night. However, if you need these hours to be transferred sooner, contact DFA HR Office.